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6 May 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Report for the Week Ending 6 May 1955

1. General

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Support - (continued item)

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Construction Program

Verbal information has been received from a representative of the

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2. Administration

Appointment of Chairman, Logistics Career Board - (new and completed item)

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Effective 28 April 1955, [redacted] was appointed Chairman of the Logistics Career Board. This action implements the Inspector General's recommendation that a senior logistics official be designated as Chairman of the Logistics Career Board.

3. Transportation

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Movement of Records Center
(completed item)

The movement of the Records Center from [redacted] which began on Monday, 21 March 1955, was completed on schedule on Monday, 2 May 1955. During the entire period of the move, two tractor-trailors were dispatched [redacted] each working day, making a total of 62 round trips, and moving the following material:

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18,500 boxes of records, weighing 555,000 pounds
737 sections steel shelving, weighing 235,000 pounds

Total 790,000 pounds

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Class. Changed To:	TS S C
Auth:	HR 70-2
Date:	10-14-78
By:	35

4. Printing and Reproduction Division

Paper Coloring and Press Equipment for Printing PP Leaflets -
(new and completed item)

Approval of the Joint Committee on Printing has been obtained for the procurement of a Colorverter and Web-Fed rotary press required for printing PP leaflets on Bible stock. The Procurement Division is contacting various Government sources to determine the availability of a surplus press prior to proceeding with procurement.

5. Supply Division

Depot Inventories - (new and completed item)

The annual physical inventories at the [REDACTED] are scheduled for May and June, 1955, respectively.

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JAMES A. GARRISON
Director of Logistics

OL/ECB/dai (6 May 55)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 5 May 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Office of Logistics comments have been submitted to the Regulations Control Staff regarding the following proposed Agency regulations:

25X1A [REDACTED] Recruitment, Employment of Draft-Eligible Personnel

[REDACTED] Photographic Intelligence Support

b. Office of Logistics Notices and Instructions (continued item)

The following Office of Logistics Notices have been issued:

LN 5-500-4, Telephone Concurrences

LN 20-190-33, Appointment of Chairman, Logistics Career Board

LN 50-190-7, Saturday Staff Duty Officers

2. PROJECTS AND STUDIES IN PROCESSb. Survey of Printing and Reproduction Needs (continued item)

Further conferences were held with P&R officials this week in regard to this program.

e. Logistics Supervisory Training Program (new and continued item)

Opening sessions this week regarding this program are being devoted to general discussions of supervisory practices, led by the OL Personnel and Training Officers.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

The on-duty strength statistics for the week ending 4 May

25X9 [REDACTED]

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- b. Realignment of Functions of Office of Director (continued item)

Position descriptions covering the Office of the Assistant Director of Logistics have been submitted to the Office of Personnel for approval and classification.

- c. National Intelligence Orientation (new and completed item)

Twenty-three Logistics personnel are attending this two-day program at the Department of Agriculture this week.

- d. Logistics Support Course (continued item)

Fifteen students have been enrolled in the Seventh Logistics Support Course beginning 9 May 1955. Final conferences are being held with participating divisions this week.

- e. OL Training Coordinators Meeting (new and completed item)

The OL Training Officer presided at the monthly Training Coordinators meeting on 3 May. Coordinators were advised that requests for external training for the summer session 1955 must be received by 15 May. New policies relating to Assessment and Evaluation Services were also discussed.

- f. Current Training - General (continued item)

(1) [REDACTED] DD/S Career Development Trainee, completes his training in the Office of Logistics this week. For the past several weeks, [REDACTED] has been assigned to special projects in the Planning Staff.

(2) [REDACTED] FE Division, has been scheduled for training in the Motor Pool, Transportation Division, in connection with his pending assignment in the field.

- g. Appointment of Chairman, Logistics Career Board (new and completed item)

Effective 28 April 1955, [REDACTED] was appointed Chairman of the Logistics Career Board.

- h. Staffing Pattern Increase - Mail & Courier Branch (continued item)

In reply to our memorandum dated 1 April 1955, to the Asst. Director, OCD, requesting comments on recommendations by the IG

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to reassign responsibility for headquarters Mail and Courier Service from Office of Logistics to the Office of Collection and Dissemination, this Office has received a memorandum dated 26 April 1955 from the DD/I, which states that it does not consider that the responsibility for headquarters Mail and Courier Service should be reassigned to OCD, but that this activity should continue to be administered as a central support function by the DD/S.

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k. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,849	+ 320
Outgoing	6,599	- 247
	11,448	+ 73

Postage Expended	\$770.45	- \$59.37
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(2) Courier Activities

Scheduled Courier Trips	295	- 10
Special Courier Trips	143	- 12
Inter-Agency Mail by Courier		
Incoming	2,311	+ 201
Outgoing	2,380	- 504
	4,691	- 223

l. Notification of Membership in the Career Staff (new and completed item)

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On 27 April 1955, [REDACTED] of the Planning Staff was notified that he has been accepted by the CIA Selection Board for membership in the Career Staff. This is significant since it marks the first member of the Logistics Career Service to be so notified.

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m. Examination of Obligations Against Transportation Division
Allotment Account 5-6813-20 (new and completed item)

Representatives of the B&F Branch, Administrative Staff, met with representatives of the Transportation Division, OL, and the Fiscal Division, OC, and examined the back-up records and documents for obligations against subject allotment account. It was found that a number of items were questionable. The Transportation Division will prepare a memorandum to the Fiscal Division, OC, requesting an adjustment of certain obligations which, in some instances, were greatly overstated. As to the obligations arising from tort claims against the Agency resulting from automobile accidents involving Agency vehicles, action is being taken to have such obligations adjusted so that the specific Agency components having control over the use of the vehicles involved will be charged with such costs.



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